

Application for Records Disposition Standard

marta

Department, Name, and Full Address

MARTA

Financial Audit Division

100 Peachtree Street, Suite 1300

Atlanta, Georgia 30303

For Records Management Division Use

Date Received Application No. Date Completed

JUL - 1 1974 74-236 JUL - 3 1974

Appl. Date

6/5/74

Telephone & Ext.

522-4460 X553

Name

William V. Carasik

Person to Contact

Working Title

Senior Auditor

Inclusive Dates of Series

1974 - Present

Exact Series Title

Audit Report - General Fund

Action Requested

Establish Disposition Standard
Record will continue to accumulateDispose of Present Accumulation;
No Further Accumulation Anticipated

What is the function of the office in which this record series is created?

The Division of Financial Audit is responsible for doing and/or coordinating all audit work required for the Authority. All work is directed towards assuring top management and outside observers that MARTA is complying with Federal and State Laws, regulations, and procedures and with the stated policies of the MARTA Board of Directors and related management procedures.

This file contains the following documents:

Documents relating to the report of the audit of the General Fund. File series consists of Audit Reports. File is arranged chronologically by date report issued.

Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records	Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records
Letter-Size File Drawers									
Legal-Size File Drawers					Annual Rate of Accumulation				
					Floor Space Occupied (Square feet)				In Office (s)
					Average Daily References				In Storage Area(s)
					This Years		Last Years	Preceding Years	All Prior Years

QUESTIONNAIRE (Place an X in the proper box. If answer is "Yes" please explain.)

- 13 Is this the Record Copy of the series? ☒ Yes ☐ No
- 14 ^{Is only copy} Is there a duplication of this series in another office or agency? ☐ Yes ☒ No
- 15 Is the information contained in this series ever summarized or published? ☐ Yes ☒ No
- 16 Does the series contain classified information requiring security handling? ☐ Yes ☒ No
- 17 Does the series initiate, amend or terminate agency policies and procedures? ☒ Yes ☐ No
- 18 ^{By Recommendations} Could the function be performed if the files were lost or destroyed? ☐ Yes ☒ No
- 19 Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ Yes ☒ No
- 20 Does the record series provide data as input to an EDP file? ☐ Yes ☒ No
- 21 Does the record series contain documentation produced as EDP printout? ☐ Yes ☒ No
- 22 Has the Federal Government issued instructions governing the retention/ disposition of these files? ☐ Yes ☒ No
- 23 Will there be a need for these records 10, 15 years from now? If yes, what? ☐ Yes ☒ No

24 REQUIREMENTS:

The following requires the files to be kept PERM years: (Cite or attach copy of Law, Statute, or other reason for the retention requirement.)

☐ State Law ☐ Statute of Limitation ☐ Audit Period ☐ Federal Law ☐ Administrative Decision ☐ Historical Value

25 RECOMMENDATIONS - Methods: This unit recommends that the file series be cut off at the end of each

☐ Calendar Year ☒ Fiscal Year ☐ Other _____, then:

☐ Hold in the current files area 3 ~~years~~ years; then ☐ Transfer to State Records Center;

☐ Hold _____ months years; then ☐ Destroy; or ☒ Transfer to State Archives for permanent retention.

☐ Destroy after cut-off.

Operating Instructions:

26 APPROVALS:

Approved Department Records Management Officer

Jerry Whiting 6/21/74

Approved Division Head / Designee

W. G. ... 6/20/74

Approved Department Head / Designee

Robert ... 6/24/74

Approved Records Management Analyst

Paul ... 6/21/74

Approved Legal Counsel

Jeff ... 6/21/74

Approved Division of Audit

... 6/24/74

Review / Approval by Department of Archives and History

Carol Lee July 3, 1974

Recommendations:

Approved MARTA Management Steering Committee